

Brenda Ryan

8212 Washita Dr. Austin TX 78749 • (512) 800-3259 • brenda.ryan@gmail.com • www.brendaryanorganizing.com

Work History

Professional Organizer: Brenda Ryan Organizing, Austin Texas

Jan 2015 – present Professional Organizer working with clients in their homes and home offices, bringing order and efficiency to their lives. Work includes: Establishing and updating manual and electronic filing systems; Working with QuickBooks accounting software; Paper Management; Creating efficient and inspiring living and work spaces; Decluttering; Organizing pantries, closets, cabinets, garages; Sorting, purging, storing and labelling.

Professional Organizer: John Corry, TreeKeepers, Austin Texas

Aug 2014 – present Professional Organizer to local business owner and Artist in East Austin. Work involves: Carrying out administrative duties in home office; Organizing files and streamlining filing system; Compiling task lists and prioritizing tasks to be completed; Managing bills; Preparing official documents; Optimizing space & storage; Providing emotional support.

Real Estate Assistant: Citywide Realty, Austin Texas

Aug 2012 – Aug 2014 Professional assistant to real estate agent in South Austin. Job duties included: Managing his home office; Communicating with clients; Synthesizing information for clients; Tracking real estate leads; Liaising with onsite sales agents; Scheduling appointments; Managing advertising strategies; Assisting in website construction. www.austinnewhomescashback.com

Project Manager & Administrator: The WaterLight Healing Project, Austin Texas

Aug 2012 – Aug 2014 Co-founded a fiscally sponsored arts project, providing visual art to community and healthcare facilities to support wellbeing and promote healing. Work involved: Managing the project; Running a successful crowdfunding campaign; Using social media; Researching grant-funding options; Writing proposals; Administering project budget; Organizing meetings, events & exhibitions. www.waterlighthealing.com

Public Relations & Marketing Volunteer: Himalayan Buddhist Meditation Centre, Kathmandu, Nepal

Feb 2009 – June 2009 Involved in meeting the public and communicating information about the centre; Developed and implemented a marketing strategy for the Nepali NGO.

Environmental Researcher, Consultant & Trainer: CPPU, University College Cork, Ireland

Jan 2010 – June 2011 Carried out academic research, business consultancy and nationwide training with the
Aug 2006 – Dec 2008 Cleaner Production Promotion Unit (CPPU). Work included: Carrying out environmental research; Completing professional reports and research papers; Working in project teams to prepare proposals for Irish and EU funding; Preparing, delivering & administering training courses for SME's and large industries nation-wide; Leading a carbon footprint study for the University to aid more efficient and effective carbon management of the institution; Organizing conferences and seminars.

Postgrad Sustainability Researcher: The Futures Academy, Dublin Institute of Technology, Ireland

Sept 2004 – July 2006 Collaborated with Dublin business associations in preparation of a chapter for an international publication on Business Improvement Districts. Investigated the inclusion of environmental principles in Public Private Partnerships in the UK and Europe.

References from Professional Organizer Clients

Marilyn Orr, Capacity Building Coaching LLC, Austin TX. T: (512) 413-3537 E: marilyn@capacitybc.com

Kathy Richardson, Attorney, Austin TX. T: (512) 694-3002 E: kathy@hrlegalsearch.com

John Corry, Business Owner TreeKeepers, Austin TX. T: (512) 573-6770 E: jcorry@prodigy.net

Brian Leonard, Real Estate Agent, Austin TX. T: (512) 983-1731 E: blnewhomes@gmail.com

Education & Academic Achievements

MSc Sustainable Development 2003, Dublin Institute of Technology, Ireland **1st Class Honors**
Subjects: Natural Resource Management, Energy & Water Efficiency, Waste Management, Environmental Law.

BSc Earth Science 2001, University College Cork, Ireland **1st Class Honors**
Major: Geography and Geology. Minor: Ecology, Zoology, Chemistry, Maths.

Certificate Training & Continuing Education 2007, NUI Maynooth, Ireland **1st Class Honors**
Assessing training and development needs; Designing training programmes; Delivering training.

Academic Awards: Awarded the honor of "College Scholar" in recognition of academic achievements

Skills

Computing Proficient in Microsoft Office programs (Word, Excel, PowerPoint); 55 wpm with high accuracy; QuickBooks accounting software; Internet; Social Media; Google Docs; Photoshop; Windows & Mac OSX operating systems.

Organization Membership of the National Association of Professional Organizers (NAPO), and the NAPO Austin chapter demonstrates a commitment to continuing education in the organizing and productivity professions, and adherence to an industry code of ethics.

Communication Excellent interpersonal, verbal and written communication skills developed through: working with a diverse range of clients; volunteering at home and abroad; delivering training and academic presentations; publishing papers and producing reports.

Other Skills Researcher, Trainer, Grant Writer, Field Work, Customer Relations, Photographer.

Conferences & Publications

Conferences **Global Alliance for Arts & Health Conference**, Houston Tx, 2014. Speaker.

Environ Conference, UCC, Ireland, 2011. Presenter on Carbon Footprinting.

Corporate Social Responsibility Conference, CPPU UCC, 2008. Event Manager.

Environ Conference, UL, 2004. Presenter on Ecological Footprint Analysis.

Publications **Routledge**, 2008. Chapter co-author: 'The Adoption of the BID Model in Ireland'.

UCC Journal Chimera, 2008. Paper: 'Journeying Towards A More Sustainable World'.

Journal of Irish Geography, 2004. Paper: 'Ecological Footprint Analysis: Irish Study'.

Interests & Activities

Community Work Chernobyl Children's Project outreach group member, Limerick (2000 - 2011); St. Vincent de Paul conference member, Cork (2010 - 2011); Mother Teresa's Missionaries of Charity volunteer, Calcutta (Oct - Dec 2009); Nepalese communities youth worker (Feb - June 2009); Meditation Center public relations volunteer, Kathmandu (Feb - June 2009).

Youth Education Delivered cultural awareness classes in Irish schools (2010); Ran environmental classes in Kathmandu schools (2009); Co-ordinated an eco-footprint project in Irish school (2004).

Health & Wellness Reiki Healer, Daily Meditator, Yoga Practitioner, Cooking & Preparing Healthy Food.

Other Interests Writing, Reading, Dancing, Swimming at Barton Springs, Interior Design.